



CROWN Memorandum

Memo Number: 02-0008-WS

TO: ESRD Executive Directors, ESRD Data Managers
FROM: Matthew Leipold, Director, Division of ESRD Systems and Contract Management
Information Systems Group, OCSQ
DATE: September 5, 2002
SUBJECT: Dell Workstation Replacement--ACTION

The purpose of this memorandum is to notify you of the steps to be taken for the return of your current leased workstations by **October 1, 2002** and the rollout of the new Dell workstations. The new workstation allocation is based on the number of FTEs negotiated in your contract. A workstation was allocated for each FTE of .50 or greater. FTEs less than .50 were summed, and a factor of .65 was applied to determine the number of additional workstations. Based on the number of FTEs negotiated in your contract, CMS is leasing Dell workstations (see attached configuration) to be allocated to your organization for the next 36 months.

Procedures for Old Workstations

Your current leased workstations must be inventoried by serial number and returned to Dell no later than **October 1, 2002**. It is your responsibility to de-install them and to delete all of the data on the hard drives using the "Wipe Clean" software. Please contact the Quality Net Help Desk at 866-288-8912 to obtain instructions for downloading this software.

A Quality Net representative will be contacting you by September 20 regarding delivery of your new Dell workstations and provide the following information for return of your old workstations:

1. Asset Report, which lists all of your current workstations by serial number. If there is a discrepancy between your records and the Asset Report, please contact Arlene Sumpter at 515-223-2967.
2. Lease Return Authorization Number, which must be printed on the outside of each returned box or shipment container.
3. Address to which the returned equipment must be shipped.
4. Packing Slip for your returned equipment.

It is your responsibility to de-install all workstations returned to Dell. If Dell Transportation Services assistance is desired, you may contact Ms. Terri Lehenbauer on 800-727-1100, Ext.

46404, and place a purchase order for these services. Assistance is available from Dell at the following prices:

De-install One (1) Workstation (de-install, pack-up, move to designated area)	\$18.85 ea
Ship One (1) Workstation (palletize, load, ship to Dell)	\$125.45 ea
Ship Two (2) – Four (4) Workstations (palletize, load, ship to Dell)	\$91.68 ea
Ship Five (5) or more Workstations (palletize, load, ship to Dell)	\$68.52

All password protection must be removed from the equipment. All manuals, keyboards, mice, cables, cards, operating system software (i.e., Microsoft Windows and Office materials – certificate of authenticity and the media), keys, batteries, carrying cases, speakers, power cords and A/C adapters delivered with the leased equipment must be included upon return.

We recommend that you complete all repairs covered under any warranty or service agreement you may have before returning the equipment to Dell, or you will be responsible for paying Dell for the cost of such repairs in accordance with the terms of your lease. Missing or damaged items will be invoiced separately pursuant to your contract terms and conditions.

If you return the Dell computer equipment without the Microsoft operating system materials (including the certificate of authenticity and the media), you agree that your rights to the Microsoft operating system have terminated upon return, and that you have destroyed all of the associated operating system materials.

Should you choose not to use the Dell Transportation Services and de-install, pack, and ship your workstations to Dell by another method, you must insure them for \$350 each. Careful packing of all equipment will help avoid assessments caused by in-transit freight damage. Return items using packing materials equivalent to the original shipping containers.

If additional packing boxes are required, you may contact:

Austin Foam
Justin Gilliland, Account Manager
512-251-6063, Ext. 213

For the Mini-tower Optiplex, the box Part Number is BRP8D708. For the 17” monitors, the Part Number is the M Series (M770, M781, or M782 – you must identify the numbers of the monitors needing boxes). Pricing is based on the number of boxes purchased and the quote can be obtained from Austin Foam. When ordering, please allow a minimum of 48 hours, as well as additional time for shipping.

Dell is not responsible for any costs associated with the return of the equipment, and cannot accept return shipments that are sent Cash-On-Delivery (C.O.D.) to their Return Department. Any shipments to Dell marked C.O.D. will be refused by the Returns Department and returned to you, which could cause a delay in processing and/or a continuation of lease billing.

All workstations must be received at Dell by October 1, 2002. Dell will continue to invoice for equipment not received before this expiration date in accordance with the terms and conditions of the contract (schedule).

Procedures for New Workstations

By September 20, a Quality Net representative will be contacting you to set up a schedule for the delivery of your new Dell workstations. It is your responsibility to un-pack and install the new leased workstations. Assistance in the installation efforts is available from Dell at the prices indicated below:

Install One (1) Workstation (unpack, configure, move up to 1GB of data)	\$62.50 ea
Install One (1) Workstation (unpack, configure, move 1GB – 2GB of data)	\$97.47 ea
Install One (1) Workstation (unpack, configure, move 2GB – 3GB data)	\$132.21 ea

If you have any questions, please contact Arlene Sumpter at 515-223-2967.

Attachment

cc: Project Officer

Attachment 1

Dell OptiPlex GX260 Desktop Computer – Quotation #83975267-2

Base Unit:	OptiPlex GX260T, 1.80GHz, P4, 400FSB, 256K Cache, Gray SmallMinitower Base (220-9766)
Memory:	256MB, Non-ECC, 266MHz DDR, 1x256, GX260 (311-1711)
Keyboard:	Dell PS/2 Keyboard in Gray, Optiplex (310-1515)
Monitor:	Dell E771MM, 16.0 Inch Viewable Image Size, OptiPlex, Gray (320-1727)
Video Card:	Integrated Video - Intel DVMT, GX260 (320-0428)
Hard Drive:	40GB EIDE, 7200 RPM, ATA/100 Hard Drive, GX260 (340-6089)
Floppy Disk Drive:	3.5 inch, 1.44MB, Floppy DriveGX260 (340-6286)
Operating System:	Windows 2000,SP2, NTFS, CD, English (420-0287)
Mouse:	Microsoft PS/2 IntelliMouse, 1.3A, OptiPlex, Gray (310-8273)
NIC:	Integrated Intel Gibabit NIC, 10/100/1000, with Alert Standards Format, GX260 (430-0353)
CD-ROM or DVD-ROM Drive:	24X Max CD-Rewriteable Drive, GX260 Small Desktop or Minitower (313-1161)
Sound Card:	Integrated Sound Blaster Compatible AC97 Sound, OptiPlex (313-8170)
Speakers:	Internal Chassis Speaker Option, Optiplex (313-1495)
Documentation Diskette:	OptiPlex Resource CD (313-7168)
Service:	Type 3 Contract - Next Business Day Parts & Labor On-Site Response Initial Year (900-1020)
Service:	Type 3 Contract - Next Business Day Parts & Labor On-Site Response 2YR Extended (900-2262)
	Gold Technical Support Service Optiplex, 3 Years (950-4909)
Installation:	Standard On-Site Installation Declined (900-9987)
	GSA Contract #GS-35F-4076D (460-9900)
	DellPlus,Integration,Service, Image Maintenance,Workstations (365-3226)
	DellPlus,Integration Service, Standard Tags,Workstations (365-3000)
	Program Management Services,Per Unit Rate (900-5702)

	Delliverypus,Information, Inside Delivery Service, Single Destination,Optiplex (368-1302)
	Delliverypus, Information, Liftgate Service, Optiplex (368-1204)
	Delliverypus, Delivery Information,Date Specific, Optiplex (368-1102)
	DellPlus Routing SKU,Factory Install (365-0257)
Misc:	Readyware (365-9999)
	Office Pro 2000 WIN32 Installation (416-1790)
	Norton Anti-Virus Corporate Addition, Version 7.6
	Norton Ghost Corporate Addition, Version 7.5
	WinZip, Version 8.1